

A. PERSONAL SERVICES

Data on numbers of employees and obligations for personal services will be required as indicated below. An original and two copies of the reports should be submitted within 10 calendar days after Presidential allowances are received, and in no event later than December 15, 1955.

Detailed reports. A report in the form of exhibit 56-6A will be required for each bureau or comparable organizational unit. The entries in the columns headed "Number of employees at end of year" must be identical with the numbers included in the object schedules in the budget; the obligations to be reported will represent the entries for "01 Personal services" included in the budget. The reports will be based on object schedules as revised after Presidential allowances.

The title of each object schedule which includes personal services in any of the three years (including trust and working fund schedules) will be listed in the stub column. The number of employees reported for the administering bureau in the schedule will be listed opposite the title of the schedule without further identification. If personal services are reported for any allocations or allotments from the account, the other organizational unit involved will be listed (indented under the schedule title) and the numbers of employees and obligations listed opposite each organizational unit.

The number of employees of the reporting bureau in the budget schedules for June 30, 1955, will be reconciled with employment reported to the Civil Service Commission as follows:

Reconciliation of June 30, 1955, employment
reported in the budget and reported to
the Civil Service Commission

Total employment reported above

Employees of other bureaus and agencies paid from allocations or allotments above (minus entry)

Employees of the [name of reporting bureau] paid from allocations or allotments from

(The titles of schedules and the numbers of employees paid from each will be listed as a part of this entry or on an attached sheet.)

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Employees of [name of other organizational unit] reported
above due to comparative transfers

Employees of [name of reporting bureau] reported in
[title of schedule] due to comparative transfers (minus
entry)

Employees not reported in the budget
(Identify specific groups and the reason for their
omission.)

Other adjustments
(The nature of any other adjustments and the reason for
them must be explained.)

Employment reported to the Civil Service Commission..
(The total of the entries above should equal the
number reported on line 1 of Standard Form 113
for June, 1955.)

Summary report. The summary report for the agency as a whole will
set forth the total number of employees at the end of the year and total
obligations for personal services included in the budget schedules of
the agency. The name of each bureau will be listed in the stub column,
and amounts shown on the total line (including both data relating to the
bureau's own employees and those of other agencies paid from allocations
and allotments) of the bureau report entered in the amount columns.

A reconciliation of the total employment reported in the budget
schedules and the total employment reported to the Civil Service Commis-
sion will also be required. The total for each reconciling item reported
on the bureau reports will be listed, without identification by bureaus.

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B. SCIENTIFIC RESEARCH AND DEVELOPMENT

A report on scientific research and development is required for the preparation of a special analysis for part IV of the 1957 budget. (The National Science Foundation will compile a more detailed analysis on this subject at a later date, and will request each agency to supply necessary information.)

An original and two copies of the report in the form of exhibit 56-6B together with a brief narrative statement on the research program of the agency, is required within 10 calendar days after Presidential allowances are received by the agency, and in no event later than December 15, 1955. The narrative statement should describe in general terms the kinds of research being done by the agency and the objectives toward which it is aimed. It should be no longer than one page, double-spaced.

A separate report is required for each bureau or comparable organizational unit. Each account in which expenditures for research and development programs are \$1,000 or more in one or more of the three years covered by the budget document will be reported. The title of each account will be listed in the stub column, with subentries for "Increase in research and development plant" and "Conduct of research and development."

Expenditures will be reported on the same basis as in the budget document. For public enterprise funds, receipts from research and development activities will be shown as a minus entry following the gross expenditures for these activities. Expenditures will include military pay and allowances. Data on obligations will not be required unless specifically requested by the Bureau of the Budget.

"Scientific research" is systematic, intensive study directed toward a fuller knowledge of the subject studied.

"Development" is the systematic use of scientific knowledge directed toward the production of useful materials, devices, systems, methods, or processes, exclusive of design and production engineering.

The term "scientific research and development" is intended broadly to include the actual conduct of research and development, and also all indirect, incidental or related costs resulting from or necessary to the conduct of such research and development, regardless of whether the work is done by a governmental activity or by private individuals or organizations under a contractual arrangement with the Government. It includes, for example, laboratory overhead and the cost of personnel engaged in planning and administering research and development programs conducted either by Government employees or through contract or research grant programs. It excludes collection of general purpose statistics, routine

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testing, mapping, experimental production, and activities concerned primarily with the dissemination of scientific information or the training of scientific manpower, except where these costs are not a separable portion of the conduct of research and development.

"Increase in research and development plant" should include expenditures for physical facilities, such as land, buildings, or equipment, whether real or personal property, where the primary intent is to enlarge the capital plant available for scientific research and development, regardless of whether the plant item is to be used by the Government or a private organization, and regardless of where title to the property may rest.

"Conduct of research and development" should include all expenditures for research and development activities other than those for increase in plant.

(These definitions differ somewhat from those used in Special Analysis H in the 1956 budget document and in previous editions of the "Federal Funds for Science" series published by the National Science Foundation, in that general-purpose statistical activities are now to be omitted, and the pay and allowances of military personnel related to research and development activities are to be included.)

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C. PUBLIC WORKS AND IMPROVEMENT PROGRAMS

1. General instructions. Information on public works and improvement programs, as described below, will be submitted for use in reviewing the budget estimates for public works activities and in preparing the special analysis of Federal public works activities for Part IV of the budget document. Instructions for submission of 6-year advance public works and improvement programs (to be submitted by January 20) will be promulgated at a later date. The schedules to be submitted under part C of this bulletin are as follows:

- a. Exhibit 56-6C is required not later than October 17, 1955, showing estimated expenditures for Federal civil public works programs, by States, for the fiscal years 1956 and 1957. (See section 3 below.)
- b. Exhibit 56-6D, providing summary information on public works and improvement programs, will be required within 10 calendar days after Presidential allowances are received, but in any case not later than December 15, 1955. (See section 4 below.)

2. Definitions. "Public works and improvements" are defined for this purpose to be publicly owned undertakings of the following character: surveys, planning, and construction of public works of a structural nature, such as houses, other buildings, dams, airports, electric lines, irrigation facilities, and physical improvements for the protection, management, and development of soil, range, forest, wildlife, and other natural resources. They exclude land treatment measures such as range reseeding and reforestation. The term "construction" includes major rehabilitation, renovation, and improvement, but excludes regular maintenance. It also includes site acquisition and original equipment when financed from the same appropriation. Loan and grant programs for the foregoing purposes are included. The special analysis on public works in part IV of the current budget document will provide some guidance on activities included in the definition of "public works and improvements."

A "project" for direct Federal construction programs means any separable physical unit or several component and closely related units or features, or any system of measures, undertaken or to be undertaken within a specified area which can be established and utilized independently or as an addition to an existing project and which can be considered as a separate entity for purposes of planning, evaluation, financing, construction, or operation. Units or features of a proposed development which satisfy the above definition will generally be considered separate projects.

For Federal programs involving primarily grants and loans for construction, a "project" will be interpreted as the overall program. In instances where both grants and loans are provided under the same authorization or where both direct Federal construction and federally aided construction are involved, each category should be considered a "project."

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An "authorized project" is one which has been specifically authorized by the Congress or one which does not require specific legislation but is considered to be authorized in general basic legislation--that is, only appropriations or other types of obligational authority are required to begin construction. A "continuing project" is one on which construction was started in the current year or prior years and will be continued in the budget year. The term includes any projects deferred temporarily, except those suspended as a result of administrative or congressional action. A "new project" is one for which no obligational authority has been provided specifically for construction (as distinguished from preliminary and preconstruction work) prior to the budget year but is recommended for starting in the budget year. The term includes project resummptions after suspension by administrative or congressional actions. A "project not yet authorized" is one which has not been approved by the Congress either through general basic legislation or specific legislation.

"New obligational authority" includes new appropriations, reappropriations, contract authorizations, and public debt authorizations, or portions thereof. It excludes appropriations to liquidate contract authority.

"Expenditures" will be reported on a checks-issued (budget expenditures) basis. For purposes of exhibit 56-6C, it is expected that agencies will use their best judgment in those cases where there is no firm basis for the distribution of expenditures by States. For purposes of exhibit 56-6D, expenditures will agree with the expenditure estimates in the budget document for the activity.

Cost estimates relate only to Federal costs, excluding any costs borne by State, local or private groups.

Where an appropriation finances both public works programs and other activities, only the portion relating to public works will be reported.

3. Federal civil public works expenditures by States. An original and three copies of schedules of estimated expenditures for Federal civil public works projects and programs in the fiscal years 1956 and 1957 are required.

The schedule will show the amount of Federal expenditures in each of the 48 States and the District of Columbia for direct Federal construction and grant-in-aid programs. Data will be required separately for each appropriation account having civil public works expenditures. Where a single appropriation account finances both direct construction and grant-in-aid programs, a separate schedule should be prepared for each category. A list of individual projects is not required for purposes of this schedule. The schedule will exclude expenditures outside

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the continental United States and will also exclude Federal loan programs involving construction.

Schedules will be prepared in the form of exhibit 56-6C. The type of program covered will be identified in the heading. All States will be listed in alphabetical order in the stub column (with the District of Columbia following Delaware), even though there are no expenditures in some States.

Estimated expenditures for the fiscal year 1956 will be an annual figure. Estimated expenditures for fiscal year 1957 will be reported by half years as shown in exhibit 56-6C. All amounts will be reported in thousands of dollars.

Expenditure estimates should be consistent with the overall estimates for 1956 and 1957 submitted by the agency on September 30, 1955, pursuant to Budget Circular No. A-11.

4. Schedule of summary public works information. An original and one copy of a summary schedule on public works projects and programs in 1957, together with a short narrative statement, are required. A separate submission will be required for each bureau which administers public works activities.

The schedule will provide information on expenditures for public works in 1957 and on the cost to complete public works which are either under way or recommended for initiation in 1957. It should exclude information on public works carried on in 1956 or prior years unless the work continues in 1957. The schedule will also provide summary information with respect to advance planning in 1957, and the status of planning on the authorized reserve of projects and programs on which construction has been neither undertaken nor recommended for undertaking through 1957.

The narrative statement will cover the agency's program for 1957. It should be limited to 100 to 200 words and should set forth the general objectives of the construction program provided, an explanation of major changes from 1956, performance attainment expected (units of power, miles of road, etc.), and the total amount of expenditures involved.

The schedule will follow the form of exhibit 56-6D. It will be completed as indicated below, with all amounts reported in thousands of dollars. Separate schedules will be submitted for (1) direct Federal construction, (2) grants and (3) loans for construction. The type of program will be indicated in the heading of the schedule. If a single appropriation finances more than one type of program, the applicable portion will be reported on each schedule. For loan programs, data for columns 2, 3 and 5 are not required. Both gross expenditures and applicable receipts (minus entries) are required in column 4.

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I. Cost to complete 1957 public works program.

Column 1. Data will be reported by appropriation title unless otherwise specified by the Bureau of the Budget. Appropriation titles will be listed under the following subheadings (see definitions in section 2):

- A. Continuing work (work under way in 1956 or prior years which is continued in 1957).
- B. New projects, features, and commitments recommended for 1957.
 - 1. Authorized (under general or specific legislation).
 - 2. Not yet authorized (recommended under proposed legislation).
- C. Advance planning prior to start of construction, not included above.

Column 2. Enter the total estimated Federal cost of the construction or planning. For work listed under subheadings A and B, the cost of the work will include all construction and planning costs. Under subheading C, the total estimated cost refers to the total cost of the advance planning prior to the start of construction (not the cost of the projects which are being planned).

Subheading C is applicable only in cases where funds are made available for advance planning prior to the start of construction. If construction is under way or is to be started in 1957, planning for this construction will be included under subheadings A or B, respectively. When the advance planning extends over several years, the estimate in column 2 will include the total Federal cost of the advance planning. When advance planning is started and completed in 1957, the estimate in column 2 will equal the estimate in column 4, and columns 3 and 5 will be zero.

Column 3. For "continuing work," enter expenditures for construction (including planning) under way in 1956 or prior years which will be continued in 1957, including temporary deferrals as specified in section 2. Expenditures for 1955 and 1956 included in this cumulative total should agree with the expenditure estimates for these years in the annual budget document. For "new projects, features, and commitments," there should be no expenditures in this column unless there was advance planning

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prior to 1957, or the project is a resumption which for purposes of this schedule is regarded as a "new" project. Expenditures for "advance planning" under subheading C should not include any projects included in "continuing" or "new" work.

Column 4. Enter estimated expenditures to be made in 1957, which should agree with the estimate in the annual budget document for public works. In the case of loan programs for public works enter on separate lines both loans and repayments of loans.

Column 5. Enter expenditures required after 1957 for completion of the project or program listed under subheadings A and B, or the completion of the advance planning listed under subheading C.

The sum of columns (3), (4) and (5) should equal column (2).

II. Surveys and investigations.

Enter the estimated expenditures in 1957 for preliminary surveys or general investigations of projects.

III. Authorized reserve.

Enter the total cost of construction projects (or major features thereof) or programs which have been authorized (either specifically by the Congress or considered by the agency to be authorized in general basic legislation), but which have been neither undertaken nor recommended for undertaking through 1957. In the case of grant programs, enter the amount of the Federal authorization for use after 1957.

Projects or programs reported in the authorized reserve should not include any reported under subheadings A and B of item I above. The reserve should include, however, those reported under subheading C, as well as authorized projects or programs on which no advance planning has been recommended.

IV. Status of plan preparation.

Indicate the status of plan preparation on projects or programs included in the authorized reserve (item III) as of June 30, 1956 and as of June 30, 1957. While this item will exclude any work which is not included in item III, it should include only that part of the work in item III on which some planning has been done prior to 1957 or is contemplated in 1957.

DATA ON PERSONAL SERVICES

Office of the Secretary, Department of Government

	Number of employees at end of year			Obligations for all personal services (total 01)		
	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>
Salaries and expenses	205	220	202	\$1,223,761	\$1,260,150	\$1,218,050
Reimbursements and consolidated working funds	40	42	45	225,790	230,800	250,950
Working capital fund	171	161	161	654,688	603,700	610,000
XYZ trust fund	89	123	115	454,853	565,000	520,000
Allocation to Treasury Department	<u>3</u>	<u>3</u>	<u>3</u>	<u>14,990</u>	<u>15,800</u>	<u>15,800</u>
Total	508	549	526	2,574,082	2,675,450	2,614,800

Reconciliation of June 30, 1955 employment reported in the budget
and reported to the Civil Service Commission

Total employment reported above	508
Employees of other bureaus and agencies paid from allocations or allotments above	- 3
Employees of Office of the Secretary paid from allotment from Bureau of Internal Affairs	+ 5
Employees of Department of the Interior included above due to comparative transfers	-10
Employment reported to the Civil Service Commission	<u>500</u>

SCIENTIFIC RESEARCH AND DEVELOPMENT ACTIVITIES
As reflected in the 1957 budget

Agency: Department of Government

Bureau: Bureau of Research

Account title and description	Expenditures		
	1955	1956	1957
Salaries and expenses:			
Conduct of research and development....	\$11,458,000	\$12,662,000	\$13,210,000
Increase in research and development plant	110,000	105,000	100,000
ABC production fund:			
Conduct of research and development:			
Gross expenditures	725,000	910,000	875,000
Receipts	- 10,000	-	-

FEDERAL CIVIL PUBLIC WORKS EXPENDITURES BY STATES
(Thousands of dollars)

Agency: Department of Natural Resources Bureau: Bureau of Conservation

Appropriation title or program: Construction and rehabilitation

Type of program: Direct Federal Construction

State	Estimated Fiscal 1956	Estimated Fiscal 1957		Total
		1st half July - Dec.	2nd half Jan. - June	
United States, total...	\$362,401	\$190,300	\$192,400	\$382,700
Alabama	4,102	2,100	3,000	5,100
Arizona	104	50	25	75
Arkansas	17,500	6,100	6,200	12,300
California	38,200	12,250	14,500	26,750
Colorado	40	12	4	16
Connecticut	480	600	800	1,400
Delaware	-	-	-	-
District of Columbia ..	9	7	5	12
Florida	8,900	5,200	5,400	10,600
Georgia	12,600	6,200	6,000	12,200
Idaho	5,200	804	500	1,304
Illinois	5,306	5,600	4,100	9,700
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West Virginia	12	8	6	14
Wisconsin	26	10	8	18
Wyoming	180	110	220	330

Approved For Release 2004/10/27 : CIA-RDP58-00597A000100040047-8
 PUBLIC WORKS PROJECTS AND PROGRAMS
 (Thousands of dollars)

Agency: Department of Natural Resources

Bureau: Bureau of Conservation

Type of program: Direct Federal construction

I. Cost to complete work under way or recommended for starting in 1957

Appropriation title or program (1)	Total estimated Federal cost (2)	Expenditures		
		To June 30, 1956 (3)	Estimated 1957 (4)	Required to complete in later years (5)
A. Continuing work				
Construction and rehabilitation	\$3,610,850	\$2,380,910	\$135,650	\$1,094,290
B. New projects, features, and commitments recommended for 1957				
1. Authorized				
Construction and rehabilitation	33,500	-	7,500	26,000
2. Not yet authorized				
Construction and rehabilitation	850,000	-	5,000	845,000
C. Advance planning prior to start of construction, not included above				
Advance planning	10,000	3,000	3,500	3,500
Total	4,504,350	2,383,910	151,650	1,968,790

II. Estimated expenditures for preliminary surveys and investigations in 1957 \$2,750III. Reserve of authorized projects and programs for undertaking after 1957
(estimated cost of work) \$2,150,000

IV. Status of plan preparation on authorized reserve listed in III

Total cost of projects on which (a) Planning has reached stage where contract could be let or force-account work started (b) Planning is in process but has not progressed to stage in column (a)

As of June 30, 1956

\$975,000\$625,000

As of June 30, 1957

\$500,000\$257,000